

SCHOOL DISTRICT OF OKALOOSA COUNTY

Superintendent of Schools
Mary Beth Jackson

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Board Members
Tim Bryant
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Melissa Thrush
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VOLUNTEER COACH ORIENTATION HANDBOOK

Please direct questions to:

Steve Chatman

833-3100 or chatmans@mail.okaloosa.k12.fl.us

EXCERPTS OF EQUAL OPPORTUNITY (EQUITY) POLICIES

- The School District of Okaloosa County adheres to a policy of prohibiting discrimination in employment. The district strives to provide equal opportunity for all and to identify and overcome potential barriers to recruitment, employment, training, or promotional opportunities for its staff and applicants. Harassment concerning an individual's race, color, sex, age, religious beliefs, national or ethnic origin, marital status, or disability is a form of misconduct which undermines the integrity of the employment relationship. Violations of Equal Opportunity policies will not be tolerated.
- Title IX of the Education Amendments – prohibits discrimination on the basis of gender.
- Sexual harassment includes unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature.

- If an adult needs to report an alleged violation of Equal Opportunity Policies, an informal complaint should be made to a principal or department director. If the situation cannot be resolved informally, a formal equity complaint should be directed to the Superintendent's designee listed below. *The report must be **within 45 days of** when the individual knew or should have known of the alleged violation.*
 - Steve Chatman – Equal Opportunity (Equity) 833-3100
 - Andy Johnson – Athletics/Safe Schools 689-7198
 - Lois Handzo – 504 – Rehabilitation Act 833-5861

EXCERPTS OF POLICIES ON BLOOD BORNE PATHOGENS

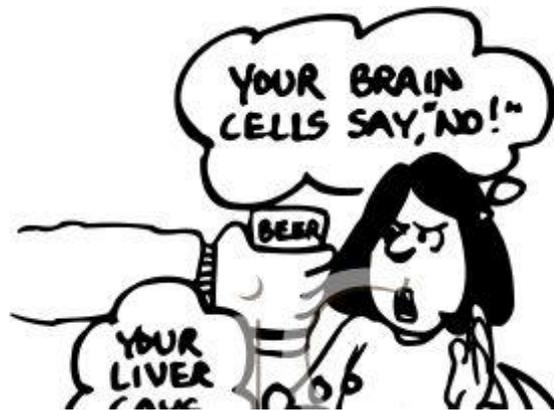


- Blood borne pathogens are microorganisms that are present in human blood and other potential infectious materials and can cause disease in humans. No matter what your job, or where you work, an accident can expose you to blood borne pathogens.
- Hepatitis B is an inflammatory liver disease caused by the Hepatitis B virus. Hepatitis B virus results in liver cell damage that can lead to scarring of the liver and increased risk of liver cancer in some people. In a dried state, HBV may remain viable on surfaces for up to one week and maybe longer. It is more infectious than HIV (AIDS), has no cure and can be fatal. It is the only blood borne disease with a vaccine available for protection.
- Symptoms of Hepatitis B – Many people with newly acquired Hepatitis B have no symptoms at all or they may have very mild flu-like symptoms including loss of appetite, nausea, fatigue, muscle or joint aches, mild fever, possible jaundice and dark urine.
- Universal or Standard Precautions – requires you to consider every person a possible carrier of blood borne pathogens and to treat his or her body fluids as if they were infected. Always wear gloves to protect your hands from contact with blood or other infectious material.

- Exposure Reporting – If you come into contact with blood or body fluids, immediately wash the exposed area with warm water and soap or mouthwash. Report the incident to your supervisor/principal. The following information should be forwarded to Mr. Farley in the Equity office (833-5803):
 1. How, when and where did the incident or contact occur?
 2. Whose blood or body fluids did you come into contact with?

The series of Hepatitis B shots will be offered to you at this time.

EXCERPTS OF DRUG FREE WORKPLACE POLICY



The School District of Okaloosa County complies with the Drug Free Workplace Act of 1988 to maintain a drug free work environment. Each employee and the public are hereby notified of this policy:

- The unlawful manufacture, dispensing, possession, distribution or use of a controlled substance or alcohol is strictly prohibited at any and all work sites or work related functions or as a part of any school activity, or any function held on district property.
- An employee who violates this rule seriously impairs his/her effectiveness as an employee of the district and shall be subject to such discipline as the Superintendent and Board determines.
- Penalties will include, but are not limited to:
 - Verbal and or written reprimands
 - Suspension from duty
 - Requirement to participate satisfactorily in a substance abuse or rehabilitation program

CODE OF ETHICS

The educator's primary professional concern will always be for the student and the development of the student's potential. The educator strives to achieve and sustain the highest degree of ethical conduct.

PRINCIPLES OF PROFESSIONAL CONDUCT

Obligation to the Student

The educator will:

- commit to academic openness, fairness, honesty, and objectivity to students and the learning material,
- avoid harassment of, embarrassment of, or discrimination against students.

Obligations to the Public

The educator will:

- distinguish between personal views and the views of the educational institution with which the educator is affiliated,
- refuse to accept gifts or favors which will influence his/her professional position for personal gain or advantage.

Obligations to the Profession

The educator will:

- respect and be fair to colleagues,
- report alleged violations of state or local school board rules by other educators,
- avoid misrepresenting qualifications or assisting unqualified personnel to gain or continue employment in the profession, and
- self-report within 48 hours to appropriate authorities any arrests/charges involving the abuse of a child, the sale/or possession of a controlled substance.



HOW TO AVOID LEGAL COMPLICATIONS (Interacting with Students)

1. Maintain a professional barrier between you and the students. You are the adult, the teacher, and the professional; act like the expert not like one of the “kids.”
2. Keep the classroom door open (if at all possible) when talking to students before and after class; especially if you are in a one-on-one situation.
3. Refer students to the appropriate resource person for counseling and/or discussion about personal matters.
4. Do **“NOT”** flirt with students or make inferences that could be interpreted negatively.
5. Do **“NOT”** discuss your personal life or personal matters with students. Do **“NOT”** discuss your husband, wife, girlfriend, boyfriend, or dates with students.
6. When transporting students, coordinate transportation ahead of time, and use school or mass transportation if possible.
7. Avoid leaving your students unsupervised; have an alternate plan of action.
8. Keep your hands and other parts of your body to yourself.
9. Use verbal praise and reinforcement.
10. Treat each student with respect. Know the student’s rights. NOTE: there is **NO** corporal punishment in Okaloosa School District.
11. Chaperon only school-sponsored functions. Do **“NOT”** socialize with students. Do **“NOT”** drink alcoholic beverages in front of students. Do **“NOT”** take children home with you.
12. Do **“NOT”** make telephone calls or write notes of a personal nature to students.
13. Do **“NOT”** harass students; respect their differences. What you intend as humor may, in fact, be cultural bias or harassment.

REASONABLE FORCE

Reasonable force – The use of appropriate professional conduct, including physical force, which is necessary to maintain a safe and orderly learning environment.

Unless a student is trying to hurt themselves or someone else, it is a good rule of thumb to not touch students. This is especially true when you are disciplining a student. If you have to put your hands on a student to keep him/her from hurting themselves or someone else, try to have an adult witness present.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance shall be recited at the beginning of the school day in elementary and secondary public schools. As a public school student, they have the right not to participate in reciting the pledge. Parents or guardians must provide a written request to the principal of the school asking that their son/daughter not to participate. The student will be excused based on the parental note.



CHILD ABUSE & NEGLECT MANDATORY REPORTING

ABUSE – any willful act or threatened act that results in physical, mental, or sexual injury or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired.

NEGLECT – occurs when a child is deprived of, or is allowed to be deprived of necessary food, clothing, shelter, or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child's physical, mental, or emotional health to be significantly impaired.

MANDATORY REPORTING – Chapter 39 of the Florida Statute mandates that any person who knows, or has reasonable cause to suspect that a child is abused, abandoned, and/or neglected must report the incident to the **Florida Central Abuse Hotline: 1-800-962-2873**.



MAINTAINING RELIGIOUS NEUTRALITY

In keeping with this policy of neutrality, School Board employees cannot, in their official School Board capacities; encourage or discourage student participation in religious activities, clubs, education, or services; advance or disparage any religion or religious belief; or, grant or deny any grade, honor, or other recognition based upon a student's religious preference or lack of it.

EXCERPTS OF CRISIS MANAGEMENT GUIDELINES

All personnel are required to review and be familiar with crisis intervention. The charts are located at all work sites and in the classrooms. The categories are:

- Emergency Phone Numbers & Codes
- Bomb Threat
- Bus/Transportation Accident
- Child Missing or Kidnapped
- Classroom/Hallway Emergency
- Death/Serious Injury
- Disaster
- Fights
- Gas Leaks/Hazardous Spills
- Intruder Situations
- Suicidal Students
- Violent Situations
- Weather – Severe

FIGHTS

Do not physically intervene if personal harm may come to you. If an administrator is not available, you should do the following:

- Quickly appraise the situation: Verbal – Pushing – Shoving – Blow/Body contact – Weapon
- Take charge: Address students by name if possible; talk calmly, telling students to separate. Notify the nearest teacher or administrator for assistance.
- Disperse crowd – tell students by name if possible, to leave the scene.
- Intervene physically as a last resort.
- Separate combatants, respecting personal space

VIOLENT SITUATION

- Be empathetic – Try not to be judgmental of the person's feelings. They are real even if not based on reality, and must be attended to.
- Clarify messages – Listen to what is really being said. Ask reflective questions and use both silence and restatements to clarify messages.
- Respect personal space – Stand at least 1½ to 3 feet from the acting-out person. Encroaching on personal space tends to arouse and escalate an individual.
- Be aware of body position – Standing eye-to-eye or toe-to-toe with the person sends a challenging message. Standing one leg length away and at an angle off to the side is likely to deescalate the individual.
- Permit verbal venting when possible – Allow the individual to release as much energy as possible by venting verbally (without you taking the comments personally). If this cannot be allowed, state directives and reasonable limits during lulls in the venting process.
- Set and enforce reasonable limits – If the individual becomes belligerent, defensive, or disruptive, state limits and directives clearly and concisely.

SUICIDAL STUDENTS

- Administration – The school principal should be made aware of potentially suicidal students.
- Students – Tell an adult (guidance counselor, teacher, assistant principal. Stay with your friend if you feel he/she is suicidal. If outside school, tell your parents, get your friend to call the Crisis Line or call yourself.
- Teachers/employees – Respond with empathetic listening. Give no promise of confidentiality. Refer the student to Guidance (either walk the student to
- guidance or contact an administrator/counselor for assistance). Notify Guidance of students you suspect may be considering suicide.



BULLYING/HARASSMENT DEFINED

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; or may involve but is not limited to:

- TEASING – SOCIAL EXCLUSION – THREAT – INTIMIDATION
- STALKING – PHYSICAL VIOLENCE – THEFT
- SEXUAL, RELIGIOUS, OR RACIAL HARASSMENT
- PUBLIC HUMILIATION – DESTRUCTION OF PROPERTY